



ParaDM Document Management System

Strengthen your business processes, effectively manage and share your company's knowledge, experience and information

Business Challenges

Processing applications, entering contracts, initiating funds payment and validating data are usually costly and frustrating. Document data can never be shared or used internally for improvements. Searching and retrieving past reference information is another headache to businesses.

What We Offer

ParaDM (pronounced as paradigm), a web-based open-architecture enterprise document management suite, that is truly designed for real-world application, enables enterprises and institutions to become more transparent, effective, flexible, and in-control with their business processes and operations.

How It Works

- ◆ Documents can be saved automatically based on pre-set destination or manually to your desired folders.
- ◆ Physical documents and graphic layouts can be scanned and turned to digital formats.
- ◆ ParaDM also extracts useful data from physical documents and images and key it into a system for future use in a business process.

What You Can Achieve

- ◆ Streamline your workflow – change traditional manual workflow to digital document workflow.

- ◆ Share experience and knowledge – share past information internally for improvements and references.
- ◆ Increase security to document level – determine access, read, download rights for different users.
- ◆ Reduce risk of document loss and damage – avoid deterioration of quality of papers.
- ◆ Fast retrieval – search stored documents and information in only few seconds.
- ◆ Reduce office costs – saved storage space, operation time, administrative resources, etc.

ParaDM Suite's Core Modules:

PARAdoc Document Management Solution



ensures access to the correct and up-to-date documents at the right moment

PARAflow Workflow Management Solution



automates tedious works in allocating, routing, and monitoring tasks and events

PARAform e-Form Solution



converts paper forms to electronic forms that in turn guarantees a frictionless end users adoption

PARAScan Imaging Solution



converts paper documents into digital assets

For more information, please contact:

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